

# CANDIDATE HANDBOOK AND ELECTION CALENDAR

June 8, 2010

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The following Candidate Handbook and Election Calendar is intended to provide general information and does not have the force or effect of law, regulation or rule. It is distributed with the understanding that the County Clerk/Registrar of Voters is not rendering legal advice or that this calendar is not a substitute for legal counsel. In the case of conflict, the law, rule or regulation will apply.

Rebecca Martinez

REBECCA MARTINEZ,

County Clerk-Recorder and Registrar of Voters

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## ELECTION CALENDAR

e-158 e-118	January 1, 2010* February 10, 2010	Signature in Lieu of Filing Fee Period - Judicial Candidates (EC 8104b, 8105b, 8106a(4)(5)(7))
e-158 e-103	January 1, 2010* February 25, 2010	Signature in Lieu of Filing Fee Period - All Other Candidates (EC 8061, 8106b)
e-148	January 11, 2010	Governor's Proclamation (EC 12000)
e-128	January 31, 2010*	Semi-Annual Campaign Disclosure Statement Due (GC84200)
e-127 e-118	February 1, 2010 February 10, 2010	Declaration of Intention Period - Judicial Candidates (EC 8023)
e-125	February 3, 2010	Notice of Boundaries (EC 10522)
e-117 e-113	February 11, 2010 February 15, 2010*	Extended Declaration of Intention Period - Judicial Candidates (EC 8022, 8023, 8350)
e-113 e-88	February 15, 2010* March 12, 2010	Declaration of Candidacy/Nomination Period - All Candidates (EC 8020, 8023, 8024, 8028, 8040, 8064, 8100, 8200 et seq.)
e-88	March 12, 2010	Last day to place any Contest/Measure on the Ballot (EC 8020, 10401, 10402)
e-88 e-78	March 12, 2010 March 22, 2010	Period to Submit Arguments For or Against Measures (EC 9163)
e-87 e-83	March 13, 2010* March 17, 2010	Extended Declaration of Candidacy/Nomination Period (EC 8025)
e-87 e-78	March 13, 2010* March 22, 2010	Period for Write in Campaign - Unopposed Judicial Candidates (EC 8203, 8600-8604)
e-83	March 17, 2010	Last Day to Withdraw Measure (EC 9605)
e-82	March 18, 2010	Random Alpha Drawing (EC 13112)
e-78	March 22, 2010	Pre Election Campaign Disclosure Statement due (GC 84200.5, 84200.7)
e-77 e-67	March 23, 2010 April 2, 2010	Period to Submit Rebuttals to Arguments For or Against (EC 9167)
e-68	April 1, 2010	Certified List of Federal and State Candidates (EC 8148)
e-67 e-57	April 2, 2010 April 12, 2010*	10-day Public Examination Period (EC 9190)
e-60	April 9, 2010	Issue 60-day Ballots to Special Military/Overseas Voters (EC 3304)
e-57 e-14	April 12, 2010 May 25, 2010	Write-in Candidacy Period (EC 8601)
e-55	April 14, 2010	Candidate Workshop

e-40 e-21	April 29, 2010 May 18, 2010	Mailing of State Ballot Pamphlets (EC 9094)
e-40 e-10	April 29, 2010 May 29, 2010*	Mailing of County Sample Ballots (EC 13300/13303/13304)
e-29 e-7	May 10, 2010 June 1, 2010	Period for Issuance of Vote by Mail Ballots (EC 3001)
e-17	May 22, 2010	Saturday Voter Registration - Last Chance
e-15	May 24, 2010	Close of Registration (EC 2107)
e-12	May 27, 2010	Pre-Election Campaign Disclosure Statement Due (GC 84200.5, 84200.7)
e-11	May 28, 2010	Vote by Mail - Ballot Processing (7 business days before e-day) (EC15101b)
e-6 e-1	June 2, 2010 June 7, 2010	Vote by Mail Ballot Issuance - Late Conditions Only (EC 3021)
e-3	June 5, 2010	Saturday Voting
e-0	June 8, 2010	Election Day (EC 1000)
e+1	June 9, 2010	Post Election Reconciliation
e+2	June 10, 2010	Begin Official Canvass (EC 15301)
e+28	July 6, 2010	Last Day to Complete Official Canvass and Certify Results (EC 15372)
-	5 days after canvass	Request Recount (EC 15600-15642)
-	10 days to 6 months following certification	Election Contest (EC 16100-16401)
e+53	July 31, 2010*	Last Day to File Semi-Annual Campaign Disclosure Statement (GC 84200.3, 84200.4)

\* - indicates that deadline falls on Saturday, Sunday or Holiday. Deadline moves to next business day.



## DETAILED CALENDAR

<p>January 1, 2010* February 10, 2010</p> <p>e-158 to e-118</p>	<p>Signature in Lieu of Filing Fee - Judicial Candidates (EC 8104b, 8105b, 8106a (4)(5)(7))</p> <p>Between these dates, candidates for Judicial office, may obtain signature in lieu forms from the County Elections Official. In lieu petitions are used to secure signatures in-lieu of paying all or part of the filing fee. Signatures may also be applied to the nomination signature requirements for the office. In-lieu petitions must be filed by the deadline for filing the Declaration of Intention. The Elections Official will notify the candidate of any deficiency within 10 days of filing.</p>
<p>January 1, 2010* February 25, 2010</p> <p>e-158 to e-103</p>	<p>Signature in Lieu of Filing Fee - All Other Candidates (EC 8061, 8106)</p> <p>Between these dates, candidates for all offices, may obtain signature in lieu forms from the County Elections Official or the Secretary of State. In lieu petitions are used to secure signatures in-lieu of paying all or part of the filing fee. Signatures may also be applied to the nomination signature requirements for the office. In-lieu petitions must be filed by the deadline. The Elections Official will notify the candidate of any deficiency within 10 days of filing.</p>
<p>January 11, 2010</p> <p>e-148</p>	<p>Governor's Proclamation (EC 12000)</p> <p>On this date, the Governor shall issue a Proclamation calling for a Direct Primary Election.</p>
<p>January 31, 2010*</p> <p>e-128</p>	<p>Semi-Annual Campaign Disclosure Statement Due (GC 84200)</p> <p>See filing schedule on page 44 of this handbook.</p>
<p>February 1, 2010 February 10, 2010</p> <p>e-127 to e-118</p>	<p>Declaration of Intention Period - Judicial Candidates (EC 8023)</p> <p>During this period, candidates for Judicial Office must file a Declaration of Intention and pay the required filing fee. Any signatures in Lieu that are filed will be applied towards the fee.</p>
<p>February 3, 2010</p> <p>e-125</p>	<p>Notice of Boundaries (EC 10522)</p> <p>By this date, any jurisdiction requesting consolidation must file a notice of boundaries including a map of the district.</p>
<p>February 11, 2010 February 15, 2010*</p> <p>e-117 to e-113</p>	<p>Extended Declaration of Intention Period - Partisan/Independent Legislative &amp; Judicial Offices (EC 8022, 8023, 8350)</p> <p>If an incumbent fails to file the required Declaration of Intention or Nomination papers by the deadline, the period is extended to anyone other than the incumbent. This provision does not apply to an office for which there is no incumbent.</p>

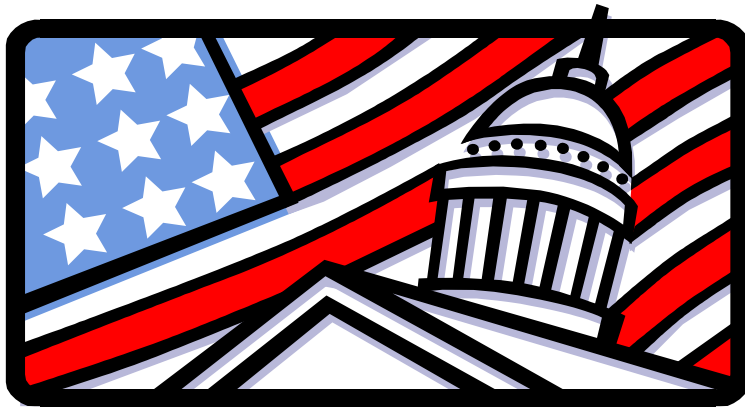
February 15, 2010* March 12, 2010  e-113 to e-88	Declaration of Candidacy/Nomination Period (EC 8020, 8022, 8028, 8064, 8100, 13307, 13311)  Between these dates, persons interested in seeking elective office must appear before the county elections official and complete the required documentation. Forms are only available from the County Clerk-Recorder.
March 12, 2010  e-88	Last Day to Submit Resolutions for Consolidation (EC 10401, 10402)  Final deadline for the governing body of a district, city, school or other political subdivision to request consolidation with the Primary election.
March 12, 2010* March 22, 2010  e-88 to e-78	Period to Submit Arguments For or Against Measures (EC 9162, 9163, 9219, 9282, 9315)  During this period, anyone may submit a written argument for or against a measure appearing on the primary ballot. Arguments are limited to 300 words and must follow the requirements as reflected in the code sections shown above. Provide handout to authors.
March 13, 2010* March 17, 2010  e-87 to e-83	Extension of Declaration of Candidacy/Nomination Period (EC 8022, 8024, 8204)  Between these dates, any candidate, other than the Incumbent, may file nomination papers. This provision does not apply where there is no Incumbent eligible to be elected.
March 13, 2010* March 22, 2010  e-87 to e-78	Period for Write in Campaign - Unopposed Judicial Candidates (EC 8203, 8600-8604)  During this period, if a petition, signed by 100 qualified registered voters is submitted, the name of the incumbent shall be placed on the ballot.
March 17, 2010  e-83	Last day to withdraw a Measure (EC 9605)  This is the last day a jurisdiction may remove an item from the Direct Primary ballot.
March 18, 2010  e-82	Randomized Alphabet Drawing (EC 13112)  On this day, at 11:00 am, the Secretary of State shall conduct the Randomized Alphabet Drawing to determine the order in which the names of candidates will appear on the ballot.  On this same day, the County Clerk-Recorder shall also conduct a Randomized Alphabet Drawing to determine the order in which the names of candidates for State Senate and State Assembly shall appear on the ballot.
March 22, 2010  e-78	Pre-Election Campaign Disclosure Statement due (GC 84200.5, 84200.7)  Deadline to file 1 <sup>st</sup> Pre-election statement for the period ending March 17.

<p>March 23, 2010 April 2, 2010</p> <p>e-77 to e-67</p>	<p>Period to Submit Rebuttals to Arguments For or Against Measures (EC 9167, 9220, 9285, 9317)</p> <p>During this period, authors of Arguments submitted For or Against Measures may submit a written Rebuttal. Rebuttals are limited to 250 words and must follow the requirements as reflected in the code sections shown above. Provide handout to authors.</p>
<p>April 1, 2010 e-68</p>	<p>Certified List of Candidates and Rotation List (EC 8148)</p> <p>Last day for the Secretary of State to prepare and send to each county a certified list of candidates. Additionally, the Secretary of State shall provide to each county a list of candidates for their county arranged according to the randomized alphabet drawing.</p>
<p>April 2, 2010 April 12, 2010*</p> <p>e-67 to e-57</p>	<p>10-day Public Inspection Period (EC 9190, 9380)</p> <p>During this period, all arguments and rebuttals submitted will be available to public inspection. Anyone who wishes to challenge information contained must follow the code to seek injunction.</p>
<p>April 9, 2010 e-60</p>	<p>60-day Ballots for Military and Overseas Voters (EC 3000(b), 3103)</p> <p>First day to issue and mail 60-day ballots to voters classified as military or living overseas.</p>
<p>April 12, 2010 May 25, 2010</p> <p>e-57 to e-14</p>	<p>Statement of Write-in Candidacy Period (EC 8601)</p> <p>During this period, candidates must file their Statements of Write-in Candidacy and Nomination Papers with the County Clerk.</p>
<p>April 14, 2010 e-55</p>	<p>Candidate Workshop (Tentative Date)</p> <p>Proposed date to have Candidate Workshop for all local candidates appearing on the ballot June 8<sup>th</sup> Workshop will familiarize candidates with election procedures, what to expect election day and during the official canvass.</p>
<p>April 29, 2010 May 18, 2010</p> <p>e-40 to e-21</p>	<p>State Ballot Pamphlet Mailing (EC9094)</p> <p>Between these dates the Secretary of State shall mail a copy of the state ballot pamphlet to each household.</p>
<p>April 29, 2010 May 29, 2010*</p> <p>e-40 to e-10</p>	<p>Counties Mail Sample Ballots (EC 9094, 13303, 13304)</p> <p>During this period, the County Clerk will mail county sample ballots to each registered voter in the county.</p>
<p>May 10, 2010 June 1, 2010</p> <p>e-29 to e-7</p>	<p>Vote by Mail Ballot Period (EC 3001, 3003)</p> <p>Between these dates, any registered voter in the county may apply for a vote by mail ballot.</p>

May 22, 2010 e-17	Saturday Registration - the office of the County Clerk-Recorder will be open from 8am to Noon to accept voter registration cards for the June Primary.
May 24, 2010 e-15	Close of Registration (EC 2107)  Last day for any person to register and vote in the primary election.
May 27, 2010 e-12	Pre-Election Campaign Disclosure Statement Due (GC 84200)  Deadline to 2 <sup>nd</sup> Pre-Election Campaign Disclosure statement for the period ending May 22.
May 28, 2010 e-11	Vote by Mail - Ballot Processing (7 business days before e-day) (EC 15101b)  The first day the elections division may begin to open and process vote by mail ballots for tabulation on election day.
June 2, 2010 June 7, 2010 e-6 to e-1	Vote by Mail Ballot - Late Conditions (EC 3021)  Between these dates, any voter unable to go to the polls on election day due to illness or disability or because they will be absent from their precinct, may obtain a vote by mail ballot over the counter in the office of the County Clerk.
June 5, 2010	Saturday Voting - the office of the County Clerk-Recorder will be open from 8am to 5pm to allow voters to cast their ballot before election day.
June 8, 2010 e-0	Election Day (EC 1000 , 14212)  Polls open at 7am and close at 8pm. <b>Unofficial</b> results are available after 8pm.
June 9, 2010 e+1	Post Election Reconciliation and Canvass Preparation  On this day, staff will perform the pre-canvass reconciliation procedures and prepare all materials for the Official Canvass.
June 10, 2010 July 6, 2010 e+2 to e+28	Official Canvass (EC 15301, 15372)  Commencing at 9 am and continuing daily for at least 6 hours per day until completed, the Elections Division staff will conduct the Official Canvass.
5 days after Canvass	Recount (EC 15600-15642)  Within 5 days after the completion of the official canvass, any voter may request a recount by filing a written request with the Elections Official. The request shall specify which candidates and/or measures are to be recounted, and may specify the order of the precincts for the recount. The petitioner shall, before the commencement of each day's recount, deposit the required amount to cover the costs associated with said recount, as determined by the Elections Official.

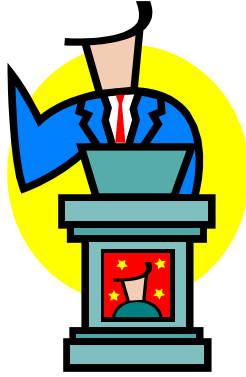
Between 10 days to 6 months following the certification of the vote	<p>Election Contest (EC 16100, 16401)</p> <p>Any elector of a county, city, or of any political subdivision of either may contest any election held therein. Time period ranges from 10 days to 6 months, depending on circumstances.</p>
<p>July 31, 2010*</p> <p>e+53</p>	<p>Semi-Annual Campaign Disclosure Statement Due (GC 84200)</p> <p>Last day to file Campaign Disclosure statement for the period ending 6/30/10.</p>

**\* - indicates that deadline falls on Saturday, Sunday or Holiday. Deadline moves to next business day.**



## ELECTIVE OFFICES TO BE FILLED

State/Federal Offices	
Governor	4 Year Term
Lieutenant Governor	4 Year Term
Secretary of State	4 Year Term
Controller	4 Year Term
Treasurer	4 Year Term
Attorney General	4 Year Term
Insurance Commissioner	4 Year Term
United States Senator	6 Year Term
Member, State Board of Equalization District 2	4 Year Term
Representative in Congress - Districts 18 & 19	2 Year Term
State Senator - Districts 12 & 14	4 Year Term
Member of Assembly - District 25 & 29	2 Year Term
Superintendent of Public Instruction	4 Year Term



## Local Offices

<b>Assessor ∞</b>	<b>4 Year Term</b>
<b>Auditor/Controller ∞</b>	<b>4 Year Term</b>
<b>County Clerk/Recorder</b>	<b>4 Year Term</b>
<b>County Supervisor, District 1 (Bigelow)</b>	<b>4 Year Term</b>
<b>County Supervisor, District 2 (Moss)</b>	<b>4 Year Term</b>
<b>County Supervisor, District 5 (Wheeler)</b>	<b>4 Year Term</b>
<b>District Attorney ∞</b>	<b>4 Year Term</b>
<b>Sheriff/Coroner ∞</b>	<b>4 Year Term</b>
<b>Superior Court Judge, Office 1 (Moffat) ∞</b>	<b>6 Year Term</b>
<b>Superior Court Judge, Office 2 (Rigby) ∞</b>	<b>6 Year Term</b>
<b>Superior Court Judge, Office 3 (Jones) ∞</b>	<b>6 Year Term</b>
<b>Superintendent of Schools ∞</b>	<b>6 Year Term</b>
<b>Tax Collector/Treasurer ∞</b>	<b>4 Year Term</b>
	<b>4 Year Term</b>

∞ - Indicates those offices which require proof of qualifications. Incumbents are excluded.



## County Central Committees

### Democratic Party

District 1 - 6 Members  
District 2 - 4 Members  
District 3 - 4 Members  
District 4 - 1 Members  
District 5 - 6 Members

2 Year Term  
2 Year Term  
2 Year Term  
2 Year Term  
2 Year Term

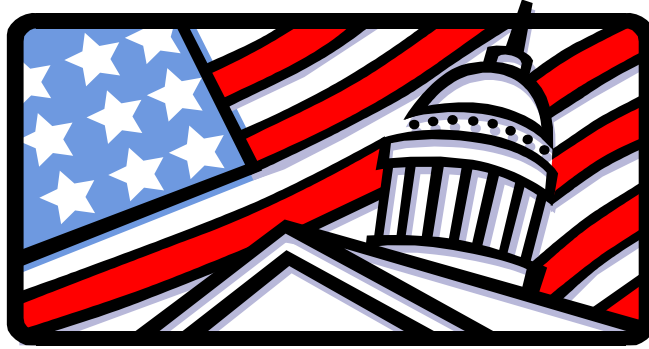
### Republican Party

District 1 - 6 Members  
District 2 - 4 Members  
District 3 - 3 Members  
District 4 - 1 Member  
District 5 - 7 Members

2 Year Term  
2 Year Term  
2 Year Term  
2 Year Term  
2 Year Term

### American Independent, Green, Libertarian, and Peace & Freedom Parties

Calculated by SOS  
See Deputy



## STATE & FEDERAL OFFICES

Office	Salary	Filing Fee (% of Salary)	In-Lieu Signatures	Value of each Signature	Nomination Signatures
Governor	\$3,479.74	(2%)	10,000	.347974¢	65-100
Lt. Governor	\$2,609.80	(2%)	10,000	.26098¢	65-100
Secretary of State	\$2,609.80	(2%)	10,000	.26098¢	65-100
Controller	\$2,783.79	(2%)	10,000	.278379¢	65-100
Treasurer	\$2,783.79	(2%)	10,000	.278379¢	65-100
Attorney General	\$3,022.54	(2%)	10,000	.302254¢	65-100
Insurance Commissioner	\$2,783.79	(2%)	10,000	.278379¢	65-100
United States Senator	\$3,480.00	(2%)	10,000	.348¢	65-100
Member, State Board of Equalization	\$1,304.90	(1%)	5,220	.24998¢	40-60
Representative in Congress Districts 18 & 19	\$1,740.00	(1%)	3,000	.58¢	40-60
State Senator Districts 12 & 14	\$952.91	(1%)	3,000	.317637¢	40-60
Member of Assembly Districts 25 & 29	\$952.91	(1%)	1,500	.635273¢	40-60
Superintendent of Public Instruction	\$3,022.54	(2%)	10,000	.302254¢	65-100
Supreme Court Chief Justice	\$4,577.12	(2%)	10,000	.457712¢	None
Supreme Court Associate Justice	\$4,364.74	(2%)	10,000	.436474¢	None
Court of Appeal	\$2,045.99	(1%)	10,000	.204599¢	None

**Note:** Filing fees for state candidates are paid at the time nomination papers are obtained from the Elections Official. Fees apply only to Democratic and Republican Candidates. For all minor party candidates, see State Calendar for conversion.



## LOCAL OFFICES

The chart below will outline your filing fee, the rate per signature and the total number of signatures in-lieu you will need to totally offset your fee. The number of signatures you obtain will be multiplied by the value assigned to your contest and that amount will be deducted from your filing fee. If you do not submit enough signatures to totally offset your filing fee, you will be required to pay the difference.

Office	Filing Fee (1% of Salary)	In-Lieu Signatures	Value of each Signature	Nomination Signatures
Assessor ∞	\$1,146.82	4,588	.25¢	20-40
Auditor/Controller ∞	\$1,106.55	4,427	.25¢	20-40
County Clerk/Recorder	\$992.18	3,969	.25¢	20-40
District Attorney ∞	\$1,550.52	6,203	.25¢	20-40
Sheriff/Coroner ∞	\$1,344.41	5,378	.25¢	20-40
Superintendent of Schools ∞	\$1,580.23	6,321	.25¢	20-40
Superior Court Judge ∞	\$1,787.89	7,152	.25¢	20-40
Supervisor, District 1	\$715.16	1,265	.565336¢	20-40
Supervisor, District 2	\$715.16	913	.783297¢	20-40
Supervisor, District 5	\$715.16	1,271	.562667¢	20-40
Tax Collector/Treasurer ∞	\$1,097.71	4,391	.25¢	20-40
Democratic Central Committee	n/a	n/a	n/a	20-40
Republican Central Committee	n/a	n/a	n/a	20-40

Filing fees calculated per Elections Code Section 8106(a)(4). Fees based on salaries as of June, 2009.

You will be notified in writing of any deficiency. The number of signatures found to be insufficient will result in either: 1) payment to cover the deficiency, or 2) submission of supplemental signatures.

# INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any officeholder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously **if the offices have overlapping and conflicting public duties.**

The courts have defined the concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both”.

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of **incompatible** offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire Chief of a County Fire Protection District and member of the Board of Supervisors of the same county;
3. High School District Trustee and Trustee of an Elementary School District which is wholly within the geographic boundaries of the high school district;
4. Water District Director and a City Council member;
5. Water District Director and a School District Trustee having territory in common; and
6. Deputy Sheriff and County Supervisor..

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at (916) 324-5437 or visit their website at [www.caag.state.ca.us](http://www.caag.state.ca.us). For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission at 1-800-275-3772 or at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## CANDIDATE QUALIFICATIONS

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### STATE, FEDERAL AND LEGISLATIVE OFFICES

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See Deputy for State Handout

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## COUNTY CENTRAL COMMITTEE

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### TERM OF OFFICE

Elected members serve a 2 year term and take office at the Organizational meeting.

### QUALIFICATIONS (Elections Code §201, 7200, 7209, 7400, 7407)

A candidate for County Central Committee must be a US citizen; a resident of the district, registered voter of the jurisdiction and otherwise qualified to vote for that office at the time nomination papers are issued.

### REQUIREMENTS

#### Nominating Petitions

- All candidates for this office are required to obtain and file nomination petitions containing 20 to 40 nomination signatures of registered voters. Nominating signatures may be obtained between February 15, 2010\* and March 12, 2010. Each section of the nomination petition shall be delivered to the county elections official. Signers must be registered voters and affiliated with the same party as the candidate they are nominating. The candidate may appoint persons to circulate the nomination petitions on his/her behalf.

#### Declaration of Candidacy

- All candidates for this office are required to file a Declaration of Candidacy. This form shall be completed in the office of the county elections official of the county in which the candidate resides and is a voter after the submission of the Nominating Petitions. Declarations of Candidacy must be filed between February 15, 2010\* and March 12, 2010.

#### Voluntary Code of Fair Campaign Practices

- At the time a candidate files his or her Declaration of Candidacy, Nomination petition, or any other paper evidencing an intention to become a candidate for public office, the County Clerk shall give the candidate a copy of the Code of Fair Campaign Practices for signature and that document shall be placed in the candidate's file.

#### Campaign Disclosure Statements

- Every candidate for public office will be required to file some form of Campaign Disclosure by the deadline for filing a Declaration of Candidacy (March 12, 2010). Candidates that will not exceed \$1,000 in contributions or expenditures may file a short Form 470. Candidates that anticipate spending more than \$1,000, will be required to organize a recipient committee by filing a Form 410. Once a recipient committee has been established, candidates/committees will be required to report all campaign contributions and expenditures on the long Form 460 at various intervals during the election and post election. All candidates for public office, including incumbents seeking re-election to the same office will also be required to file a Form 501. A detailed description of each form is provided on pages 45-46 of this handbook.

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## JUDGE OF THE SUPERIOR COURT<sup>∞</sup>

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### TERM OF OFFICE

Elected officials serve a 6 year term commencing the first Monday in January following the General Election (January 3, 2011) at noon. (California Constitution, Article VI, §16c)

### QUALIFICATIONS (Elections Code §201) (California Constitution, Article VI, §15)

A candidate for Judge of the Superior Court must be a US citizen; a registered voter and otherwise qualified to vote for this office at the time nomination papers are issued; and a member of the State Bar for 10 years immediately preceding the election or have served as a Judge of a California court of record for 10 years.

### REQUIREMENTS

#### Petitions in Lieu of Filing Fee

- Candidates have the option of using Petitions in lieu of filing fee to offset or reduce the amount of the filing fee. Petitions in lieu may be obtained and circulated between **January 1, 2010\* and February 25, 2010**. All signers of petitions must be registered voters in the jurisdiction in which the candidate seeks nomination or election. Petitions in Lieu must be presented on or before February 10, 2010 in order to be used to offset any portion of the filing fee.

#### Declaration of Intention

- Between February 1, 2010 and February 10, 2010, candidates for Judicial office must obtain and file their Declaration of Intention.

#### Filing Fee

- Candidates must pay a filing fee equal to 1% of the first year's salary. Currently the filing fee for Judge of the Superior Court is \$1,787.89. The filing fee must be paid at the time the candidate files his/her Declaration of Intention. Filing fees are non-refundable.

#### Nominating Petitions

- Candidates are required to obtain 20 to 40 nominating signatures between **February 15, 2010\* and March 12, 2010**. All signers must be registered voters. The candidate may appoint persons to circulate the nomination petitions on his/her behalf.

**If the candidate has already circulated in-lieu petitions, this nomination requirement may already be satisfied.**

#### Declaration of Candidacy

- All candidates for this office are required to file a Declaration of Candidacy. This form shall be completed in the office of the county elections official of the county in which the candidate resides and is a voter. Declarations of Candidacy must be filed between **February 15, 2010\* and March 12, 2010**. Residence information for Judicial incumbent is confidential.

#### Statement of Qualifications - Optional

- Candidates for local non-partisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the county sample ballot. Statements must be filed with the Declaration of Candidacy. Statements may be withdrawn, but not changed until 5:00 p.m. on the next business day following the close of the Nomination period (March 13, 2010\*). All statements are **CONFIDENTIAL** until the nomination or extended nomination period closes.

#### Statement of Economic Interests

- Each candidate must file a Statement of Economic Interests with the county elections official disclosing investments, interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended. This statement must be filed by the close of the nomination period (March 12, 2010). It is not required if the candidate has filed such statements within the past 60 days for the same jurisdiction.

#### Voluntary Code of Fair Campaign Practices

- At the time a candidate files his or her Declaration of Candidacy, Nomination petition, or any other paper evidencing an intention to become a candidate for public office, the County Clerk shall give the candidate a copy of the Code of Fair Campaign Practices for signature and that document shall be placed in the candidate's file.

#### Campaign Disclosure Statements

- Every candidate for public office will be required to file some form of Campaign Disclosure by the deadline for filing a Declaration of Candidacy (March 12, 2010). Candidates that will not exceed \$1,000 in contributions or expenditures may file a short Form 470. Candidates that anticipate spending more than \$1,000, will be required to organize a recipient committee by filing a Form 410. Once a recipient committee has been established, candidates/committees will be required to report all campaign contributions and expenditures on the long Form 460 at various intervals during the election and post election. All candidates for public office, including incumbents seeking re-election to the same office will also be required to file a Form 501. A detailed description of each form is provided on pages 45-46 of this handbook.

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## ASSESSOR ∞

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### TERM OF OFFICE

Elected officers serve a 4 year term commencing the first Monday in January following the General Election ( January 3, 2011) at noon. (Government Code §24200)

### QUALIFICATIONS (Elections Code §201) (Government Code §24001, 24002.5)

A candidate for this office shall be a registered voter and otherwise qualified to vote for this office at the time nomination papers are issued. And in accordance with law:

(a) No person shall exercise the powers and duties of the office of Assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code;

(b) Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization within 30 days of election or appointment;

(c) This section shall not apply to any person holding the office of Assessor on January 1, 1997.

### REQUIREMENTS

#### Filing Fee

- Candidates must pay a filing fee equal to 1% of the first year's salary. Currently the filing fee for Assessor is \$1,146.82. The filing fee must be paid at the time the candidate files his/her Declaration of Candidacy. Filing fees are non-refundable.

OR...

#### Petitions in Lieu of Filing Fee

- Candidates have the option of using Petitions in lieu of filing fee to offset or reduce the amount of the filing fee. Petitions in lieu may be obtained and circulated between January 1, 2010\* and February 25, 2010. All signers of petitions must be registered voters in the jurisdiction in which the candidate seeks nomination or election.

#### Nominating Petitions

- Candidates are required to obtain 20 to 40 nominating signatures between February 15, 2010\* and March 12, 2010. All signers must be registered voters. The candidate may appoint persons to circulate the nomination petitions on his/her behalf.

**If the candidate has already circulated in-lieu petitions, this nomination requirement may already be satisfied.**

#### Declaration of Candidacy

- All candidates for this office are required to file a Declaration of Candidacy. This form shall be completed in the office of the county elections official of the county in which the candidate resides and is a voter after the filing of either Petitions in-lieu or Nomination Petitions. Declarations of Candidacy must be filed between February 15, 2010\* and March 12, 2010.

#### Statement of Qualifications - Optional

- Candidates for local non-partisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the county sample ballot. Statements must be filed with the Declaration of Candidacy. Statements may be withdrawn, but not changed until 5:00 p.m. on the next business day following the close of the Nomination period (March 13, 2010\*). All statements are **CONFIDENTIAL** until the nomination or extended nomination period closes.

#### Statement of Economic Interests

- Each candidate must file a Statement of Economic Interests with the county elections official disclosing investments, interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended. This statement must be filed by the close of the nomination period (March 12, 2010). It is not required if the candidate has filed such statements within the past 60 days for the same jurisdiction.

#### Voluntary Code of Fair Campaign Practices

- At the time a candidate files his or her Declaration of Candidacy, Nomination petition, or any other paper evidencing an intention to become a candidate for public office, the County Clerk shall give the candidate a copy of the Code of Fair Campaign Practices for signature and that document shall be placed in the candidate's file.

#### Campaign Disclosure Statements

- Every candidate for public office will be required to file some form of Campaign Disclosure by the deadline for filing a Declaration of Candidacy (March 12, 2010). Candidates that will not exceed \$1,000 in contributions or expenditures may file a short Form 470. Candidates that anticipate spending more than \$1,000, will be required to organize a recipient committee by filing a Form 410. Once a recipient committee has been established, candidates/committees will be required to report all campaign contributions and expenditures on the long Form 460 at various intervals during the election and post election. All candidates for public office, including incumbents seeking re-election to the same office will also be required to file a Form 501. A detailed description of each form is provided on pages 45-46 of this handbook.

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## AUDITOR/CONTROLLER ∞

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### TERM OF OFFICE

Elected officers serve a 4 year term commencing the first Monday in January following the General Election (January 3, 2011) at noon. (Government Code §24200)

### QUALIFICATIONS (Elections Code §201) (Government Code §24001, 26945-26946)

Candidates for Auditor/Controller shall be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued. No person shall hereafter be elected or appointed to the office of Auditor/Controller of any county unless he or she meets at least one of the following criteria:

- (a) The person possesses a valid certificate issued by the California State Board of Accountancy under Chapter 1 (commencing with section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a Certified Public Accountant; or
- (b) The person possesses a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, and have served in a senior fiscal management position in a county, city, public agency, private firm, or non-profit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years, within the last five years; or
- (c) The person possesses a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance;
- (d) The person has served as County Auditor, Chief Deputy Auditor, or Chief Assistant County Auditor for a continuous period of not less than 3 years.

### REQUIREMENTS

#### Filing Fee

- Candidates must pay a filing fee equal to 1% of the first year's salary. Currently the filing fee for Auditor/Controller is \$1,106.55. The filing fee must be paid at the time the candidate files his/her Declaration of Candidacy. Filing fees are non-refundable.

OR...

#### Petitions in Lieu of Filing Fee

- Candidates have the option of using Petitions in lieu of filing fee to offset or reduce the amount of the filing fee. Petitions in lieu may be obtained and circulated between January 1, 2010\* and February 25, 2010. All signers of petitions must be registered voters in the jurisdiction in which the candidate seeks nomination or election.

### Nominating Petitions

- Candidates are required to obtain 20 to 40 nominating signatures between February 15, 2010\* and March 12, 2010. All signers must be registered voters. The candidate may appoint persons to circulate the nomination petitions on his/her behalf.

**If the candidate has already circulated in-lieu petitions, this nomination requirement may already be satisfied.**

### Declaration of Candidacy

- All candidates for this office are required to file a Declaration of Candidacy. This form shall be completed in the office of the county elections official of the county in which the candidate resides and is a voter after the filing of either Petitions in-lieu or Nomination Petitions. Declarations of Candidacy must be filed between February 15, 2010\* and March 12, 2010.

### Statement of Qualifications - Optional

- Candidates for local non-partisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the county sample ballot. Statements must be filed with the Declaration of Candidacy. Statements may be withdrawn, but not changed until 5:00 p.m. on the next business day following the close of the Nomination period (March 13, 2010\*). All statements are **CONFIDENTIAL** until the nomination or extended nomination period closes.

### Statement of Economic Interests

- Each candidate must file a Statement of Economic Interests with the county elections official disclosing investments, interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended. This statement must be filed by the close of the nomination period (March 12, 2010). It is not required if the candidate has filed such statements within the past 60 days for the same jurisdiction.

### Voluntary Code of Fair Campaign Practices

- At the time a candidate files his or her Declaration of Candidacy, Nomination petition, or any other paper evidencing an intention to become a candidate for public office, the County Clerk shall give the candidate a copy of the Code of Fair Campaign Practices for signature and that document shall be placed in the candidate's file.

### Campaign Disclosure Statements

- Every candidate for public office will be required to file some form of Campaign Disclosure by the deadline for filing a Declaration of Candidacy (March 12, 2010). Candidates that will not exceed \$1,000 in contributions or expenditures may file a short Form 470. Candidates that anticipate spending more than \$1,000, will be required to organize a recipient committee by filing a Form 410. Once a recipient committee has been established, candidates/committees will be required to report all campaign contributions and expenditures on the long Form 460 at various intervals during the election and post election. All candidates for public office, including incumbents seeking re-election to the same office will also be required to file a Form 501. A detailed description of each form is provided on pages 45-46 of this handbook.

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## COUNTY CLERK-RECORDER

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### TERM OF OFFICE

Elected officials serve a 4 year term commencing the first Monday in January following the General Election (January 3, 2011) at noon. (Government Code §24200)

### QUALIFICATIONS (Elections Code §201) (Government Code §24001)

Candidates for this office must be registered voters and otherwise qualified to vote for this office at the time nomination papers are issued.

### REQUIREMENTS

#### Filing Fee

- Candidates must pay a filing fee equal to 1% of the first year's salary. Currently the filing fee for County Clerk-Recorder is \$992.18. The filing fee must be paid at the time the candidate files his/her Declaration of Candidacy. Filing fees are non-refundable.

OR...

#### Petitions in Lieu of Filing Fee

- Candidates have the option of using Petitions in lieu of filing fee to offset or reduce the amount of the filing fee. Petitions in lieu may be obtained and circulated between January 1, 2010\* and February 25, 2010. All signers of petitions must be registered voters in the jurisdiction in which the candidate seeks nomination or election.

#### Nominating Petitions

- Candidates are required to obtain 20 to 40 nominating signatures between February 15, 2010\* and March 12, 2010. All signers must be registered voters. The candidate may appoint persons to circulate the nomination petitions on his/her behalf.

**If the candidate has already circulated in-lieu petitions, this nomination requirement may already be satisfied.**

#### Declaration of Candidacy

- All candidates for this office are required to file a Declaration of Candidacy. This form shall be completed in the office of the county elections official of the county in which the candidate resides and is a voter after the filing of either Petitions in-lieu or Nominating Petitions. Declarations of Candidacy must be filed between February 15, 2010\* and March 12, 2010.

#### Statement of Qualifications - Optional

- Candidates for local non-partisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the county sample ballot. Statements must be filed with the Declaration of Candidacy. Statements may be withdrawn, but not changed until 5:00 p.m. on the next business day following the close of the Nomination period (March 13, 2010\*). All statements are **CONFIDENTIAL** until the nomination or extended nomination period closes.

#### Statement of Economic Interests

- Each candidate must file a Statement of Economic Interests with the county elections official disclosing investments, interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended. This statement must be filed by the close of the nomination period (March 12, 2010). It is not required if the candidate has filed such statements within the past 60 days for the same jurisdiction.

#### Voluntary Code of Fair Campaign Practices

- At the time a candidate files his or her Declaration of Candidacy, Nomination petition, or any other paper evidencing an intention to become a candidate for public office, the County Clerk shall give the candidate a copy of the Code of Fair Campaign Practices for signature and that document shall be placed in the candidate's file.

#### Campaign Disclosure Statements

- Every candidate for public office will be required to file some form of Campaign Disclosure by the deadline for filing a Declaration of Candidacy (March 12, 2010). Candidates that will not exceed \$1,000 in contributions or expenditures may file a short Form 470. Candidates that anticipate spending more than \$1,000, will be required to organize a recipient committee by filing a Form 410. Once a recipient committee has been established, candidates/committees will be required to report all campaign contributions and expenditures on the long Form 460 at various intervals during the election and post election. All candidates for public office, including incumbents seeking re-election to the same office will also be required to file a Form 501. A detailed description of each form is provided on pages 45-46 of this handbook.

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## DISTRICT ATTORNEY ∞

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### TERM OF OFFICE

Elected officers serve a 4 year term commencing the first Monday in January following the General Election (January 3, 2011) at noon. (Government Code §24200)

### QUALIFICATIONS (Elections Code §201) (Government Code §24001, 24002)

A candidate shall be a registered voter and otherwise qualified to vote for this office at the time nomination papers are issued. A candidate is not eligible to seek the office of District Attorney unless he or she has been admitted to practice in the Supreme Court of the State.

### REQUIREMENTS

#### Filing Fee

- Candidates must pay a filing fee equal to 1% of the first year's salary. Currently the filing fee for District Attorney is \$1,550.52. The filing fee must be paid at the time the candidate files his/her Declaration of Candidacy. Filing fees are non-refundable.

OR...

#### Petitions in Lieu of Filing Fee

- Candidates have the option of using Petitions in lieu of filing fee to offset or reduce the amount of the filing fee. Petitions in lieu may be obtained and circulated between **January 1, 2010\* and February 25, 2010**. All signers of petitions must be registered voters in the jurisdiction in which the candidate seeks nomination or election.

#### Nominating Petitions

- Candidates are required to obtain 20 to 40 nominating signatures between **February 15, 2010\* and March 12, 2010**. All signers must be registered voters. The candidate may appoint persons to circulate the nomination petitions on his/her behalf.

**If the candidate has already circulated in-lieu petitions, this nomination requirement may already be satisfied.**

#### Declaration of Candidacy

- All candidates for this office are required to file a Declaration of Candidacy. This form shall be completed in the office of the county elections official of the county in which the candidate resides and is a voter after the filing of either Petitions in-lieu or Nominating Petitions. Declarations of Candidacy must be filed between **February 15, 2010\* and March 12, 2010**.

#### Statement of Qualifications - Optional

- Candidates for local non-partisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the county sample ballot. Statements must be filed with the Declaration of Candidacy. Statements may be withdrawn, but not changed until 5:00 p.m. on the next business day following the close of the Nomination period (March 13, 2010\*). All statements are **CONFIDENTIAL** until the nomination or extended nomination period closes.

#### Statement of Economic Interests

- Each candidate must file a Statement of Economic Interests with the county elections official disclosing investments, interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended. This statement must be filed by the close of the nomination period (March 12, 2010). It is not required if the candidate has filed such statements within the past 60 days for the same jurisdiction.

#### Voluntary Code of Fair Campaign Practices

- At the time a candidate files his or her Declaration of Candidacy, Nomination petition, or any other paper evidencing an intention to become a candidate for public office, the County Clerk shall give the candidate a copy of the Code of Fair Campaign Practices for signature and that document shall be placed in the candidate's file.

#### Campaign Disclosure Statements

- Every candidate for public office will be required to file some form of Campaign Disclosure by the deadline for filing a Declaration of Candidacy (March 12, 2010). Candidates that will not exceed \$1,000 in contributions or expenditures may file a short Form 470. Candidates that anticipate spending more than \$1,000, will be required to organize a recipient committee by filing a Form 410. Once a recipient committee has been established, candidates/committees will be required to report all campaign contributions and expenditures on the long Form 460 at various intervals during the election and post election. All candidates for public office, including incumbents seeking re-election to the same office will also be required to file a Form 501. A detailed description of each form is provided on pages 45-46 of this handbook.

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## SHERIFF/CORONER ∞

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### TERM OF OFFICE

Elected officers serve a 4 year term commencing the first Monday in January following the General Election (January 3, 2011) at noon. (Government Code §24200)

### QUALIFICATIONS (Elections Code §201) (Government Code §24001, 24004.3)

A candidate for this office must be a registered voter and otherwise qualified to vote for this office at the time nomination papers are issued. No person is eligible to become a candidate for this office unless he/she meets one of the following criteria:

- (1) Possesses an active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training;
- (2) Has 1 year full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within 5 years prior to the date of filing, and possesses a master's degree from an accredited college or university;
- (3) Has 2 years full-time salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within 5 years prior to the date of filing, and possesses a bachelor's degree from an accredited college or university;
- (4) Has 3 years of full-time salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within 5 years prior to the date of filing, and possesses an associate in art or associate in science degree from an accredited college or university;
- (5) Has 4 years of full-time salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within 5 years prior to the date of filing, and possesses a high school diploma or the equivalent.

All persons holding the office of Sheriff/Coroner on January 1, 1989 shall be deemed to have met all qualifications required from candidates seeking election or appointment to this office.

### REQUIREMENTS

#### Filing Fee

- Candidates must pay a filing fee equal to 1% of the first year's salary. Currently the filing fee for Sheriff/Coroner is \$1,344.41. The filing fee must be paid at the time the candidate files his/her Declaration of Candidacy. Filing fees are non-refundable.

OR...

#### Petitions in Lieu of Filing Fee

- Candidates have the option of using Petitions in lieu of filing fee to offset or reduce the amount of the filing fee. Petitions in lieu may be obtained and circulated between January 1, 2010\* and February 25, 2010. All signers of petitions must be registered voters in the jurisdiction in which the candidate seeks nomination or election.

#### Nominating Petitions

- Candidates are required to obtain 20 to 40 nominating signatures between February 15, 2010\* and March 12, 2010. All signers must be registered voters. The candidate may appoint persons to circulate the nomination petitions on his/her behalf.

**If the candidate has already circulated in-lieu petitions, this nomination requirement may already be satisfied.**

#### Declaration of Candidacy

- All candidates for this office are required to file a Declaration of Candidacy. This form shall be completed in the office of the county elections official of the county in which the candidate resides and is a voter after the filing of either Petitions in-lieu or Nominating Petitions. Declarations of Candidacy must be filed between February 15, 2010\* and March 12, 2010.

#### Statement of Qualifications - Optional

- Candidates for local non-partisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the county sample ballot. Statements must be filed with the Declaration of Candidacy. Statements may be withdrawn, but not changed until 5:00 p.m. on the next business day following the close of the Nomination period (March 13, 2010\*). All statements are **CONFIDENTIAL** until the nomination or extended nomination period closes.

#### Statement of Economic Interests

- Each candidate must file a Statement of Economic Interests with the county elections official disclosing investments, interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended. This statement must be filed by the close of the nomination period (March 12, 2010). It is not required if the candidate has filed such statements within the past 60 days for the same jurisdiction.

#### Voluntary Code of Fair Campaign Practices

- At the time a candidate files his or her Declaration of Candidacy, Nomination petition, or any other paper evidencing an intention to become a candidate for public office, the County Clerk shall give the candidate a copy of the Code of Fair Campaign Practices for signature and that document shall be placed in the candidate's file.

#### Campaign Disclosure Statements

- Every candidate for public office will be required to file some form of Campaign Disclosure by the deadline for filing a Declaration of Candidacy (March 12, 2010). Candidates that will not exceed \$1,000 in contributions or expenditures may file a short Form 470. Candidates that anticipate spending more than \$1,000, will be required to organize a recipient committee by filing a Form 410. Once a recipient committee has been established, candidates/committees will be required to report all campaign contributions and expenditures on the long Form 460 at various intervals during the election and post election. All candidates for public office, including incumbents seeking re-election to the same office will also be required to file a Form 501. A detailed description of each form is provided on pages 45-46 of this handbook.

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## SUPERINTENDENT OF SCHOOLS ∞

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### TERM OF OFFICE

Elected officers serve a 4 year term commencing the first Monday in January following the General Election (January 3, 2011) at noon. (Government Code §24200)

### QUALIFICATIONS (Elections Code §201) (Government Code §24001) (Education Code §1205-1208)

A candidate for this office must be a registered voter and otherwise qualified to vote for this office at the time the nomination papers are issued. No person is eligible to become a candidate for this office unless he/she meets one of the following criteria:

- (1) All County Superintendents of Schools in counties within classes 1 to 8, inclusive, shall possess a valid certification document authorizing administrative services;
- (2) For purposes of this section, the possession of a valid elementary administrative credential and valid secondary administrative credential are equivalent to the possession of a valid general administrative credential.

### REQUIREMENTS

#### Filing Fee

- Candidates must pay a filing fee equal to 1% of the first year's salary. Currently the filing fee for County Superintendent of Schools is \$1,580.23. The filing fee must be paid at the time the candidate files his/her Declaration of Candidacy. Filing fees are non-refundable.

### OR...

#### Petitions in Lieu of Filing Fee

- Candidates have the option of using Petitions in lieu of filing fee to offset or reduce the amount of the filing fee. Petitions in lieu may be obtained and circulated between **January 1, 2010\* and February 25, 2010**. All signers of petitions must be registered voters in the jurisdiction in which the candidate seeks nomination or election.

#### Nominating Petitions

- Candidates are required to obtain 20 to 40 nominating signatures between **February 15, 2010\* and March 12, 2010**. All signers must be registered voters. The candidate may appoint persons to circulate the nomination petitions on his/her behalf.

**If the candidate has already circulated in-lieu petitions, this nomination requirement may already be satisfied.**

#### Declaration of Candidacy

- All candidates for this office are required to file a Declaration of Candidacy. This form shall be completed in the office of the county elections official of the county in which the candidate resides and is a voter after the filing of either Petitions in-lieu or Nominating Petitions. Declarations of Candidacy must be filed between February 15, 2010\* and March 12, 2010.

#### Statement of Qualifications - Optional

- Candidates for local non-partisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the county sample ballot. Statements must be filed with the Declaration of Candidacy. Statements may be withdrawn, but not changed until 5:00 p.m. on the next business day following the close of the Nomination period (March 13, 2010\*) All statements are **CONFIDENTIAL** until the nomination or extended nomination period closes.

#### Statement of Economic Interests

- Each candidate must file a Statement of Economic Interests with the county elections official disclosing investments, interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended. This statement must be filed by the close of the nomination period (March 12, 2010). It is not required if the candidate has filed such statements within the past 60 days for the same jurisdiction.

#### Voluntary Code of Fair Campaign Practices

- At the time a candidate files his or her Declaration of Candidacy, Nomination petition, or any other paper evidencing an intention to become a candidate for public office, the County Clerk shall give the candidate a copy of the Code of Fair Campaign Practices for signature and that document shall be placed in the candidate's file.

#### Campaign Disclosure Statements

- Every candidate for public office will be required to file some form of Campaign Disclosure by the deadline for filing a Declaration of Candidacy (March 12, 2010). Candidates that will not exceed \$1,000 in contributions or expenditures may file a short Form 470. Candidates that anticipate spending more than \$1,000, will be required to organize a recipient committee by filing a Form 410. Once a recipient committee has been established, candidates/committees will be required to report all campaign contributions and expenditures on the long Form 460 at various intervals during the election and post election. All candidates for public office, including incumbents seeking re-election to the same office will also be required to file a Form 501. A detailed description of each form is provided on pages 45-46 of this handbook.

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## SUPERVISOR

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### TERM OF OFFICE

Elected officials serve a 4 year term commencing the first Monday in January following the General Election (January 3, 2011) at noon. (Government Code §24200, 24201, 24202, 25000)

### QUALIFICATIONS (Elections Code §201) (Government Code §25000, 25040, 25041)

A candidate shall be a registered voter; a resident of the county and supervisorial district in which seeking election for at least 30 days immediately preceding the deadline for filing nomination papers, and shall reside within the district during his/her incumbency.

### REQUIREMENTS

#### Filing Fee

- Candidates must pay a filing fee equal to 1% of the first year's salary. Currently the filing fee for County Supervisor is \$715.16. The filing fee must be paid at the time the candidate files his/her Declaration of Candidacy. Filing fees are non-refundable.

OR...

#### Petitions in Lieu of Filing Fee

- Candidates have the option of using Petitions in lieu of filing fee to offset or reduce the amount of the filing fee. Petitions in lieu may be obtained and circulated between **January 1, 2010\* and February 25, 2010**. All signers of petitions must be registered voters in the jurisdiction in which the candidate seeks nomination or election.

#### Nominating Petitions

- Candidates are required to obtain 20 to 40 nominating signatures between **February 15, 2010\* and March 12, 2010**. All signers must be registered voters. The candidate may appoint persons to circulate the nomination petitions on his/her behalf.

**If the candidate has already circulated in-lieu petitions, this nomination requirement may already be satisfied.**

#### Declaration of Candidacy

- All candidates for this office are required to file a Declaration of Candidacy. This form shall be completed in the office of the county elections official of the county in which the candidate resides and is a voter after the filing of either Petitions in-lieu or Nominating Petitions. Declarations of Candidacy must be filed between **February 15, 2010\* and March 12, 2010**.

#### Statement of Qualifications - Optional

- Candidates for local non-partisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the county sample ballot. Statements must be filed with the Declaration of Candidacy. Statements may be withdrawn, but not changed until 5:00 p.m. on the next business day following the close of the Nomination period (March 13, 2010\*). All statements are **CONFIDENTIAL** until the nomination or extended nomination period closes.

#### Statement of Economic Interests

- Each candidate must file a Statement of Economic Interests with the county elections official disclosing investments, interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended. This statement must be filed by the close of the nomination period (March 12, 2010). It is not required if the candidate has filed such statements within the past 60 days for the same jurisdiction.

#### Voluntary Code of Fair Campaign Practices

- At the time a candidate files his or her Declaration of Candidacy, Nomination petition, or any other paper evidencing an intention to become a candidate for public office, the County Clerk shall give the candidate a copy of the Code of Fair Campaign Practices for signature and that document shall be placed in the candidate's file.

#### Campaign Disclosure Statements

- Every candidate for public office will be required to file some form of Campaign Disclosure by the deadline for filing a Declaration of Candidacy (March 12, 2010). Candidates that will not exceed \$1,000 in contributions or expenditures may file a short Form 470. Candidates that anticipate spending more than \$1,000, will be required to organize a recipient committee by filing a Form 410. Once a recipient committee has been established, candidates/committees will be required to report all campaign contributions and expenditures on the long Form 460 at various intervals during the election and post election. All candidates for public office, including incumbents seeking re-election to the same office will also be required to file a Form 501. A detailed description of each form is provided on pages 45-46 of this handbook.

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## TAX COLLECTOR/TREASURER ∞

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### TERM OF OFFICE

Elected officials serve a 4 year term commencing the first Monday in January following the General Election (January 3, 2011) at noon. (Government Code §24200)

### QUALIFICATIONS (Elections Code §201) (Government Code §24001, 27000.6, 27000.7, 27000.8)

A candidate shall be a registered voter and otherwise qualified to vote for this office at the time nomination papers are issued. No person shall be eligible for election or appointment to this office unless he/she meets one of the following criteria:

- (1) The person has served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than 3 years, including, but not limited to, treasurer, tax collector, auditor, auditor/controller, or the chief deputy or an assistant in those offices;
- (2) The person possesses a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance;
- (3) The person possesses a valid certificate issued by the California State Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing the person to be, and a permit authorizing that person to practice as a Certified Public Accountant;
- (4) The person possesses a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance;
- (5) The person possesses a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

This section shall only apply to any person duly elected or appointed as County Tax Collector/Treasurer on or after December 31, 1997.

### REQUIREMENTS

#### Filing Fee

- Candidates must pay a filing fee equal to 1% of the first year's salary. Currently the filing fee for Tax Collector/Treasurer is \$1,097.71. The filing fee must be paid at the time the candidate files his/her Declaration of Candidacy. Filing fees are non-refundable.

OR...

#### Petitions in Lieu of Filing Fee

- Candidates have the option of using Petitions in lieu of filing fee to offset or reduce the amount of the filing fee. Petitions in lieu may be obtained and circulated between January 1, 2010\* and February 25, 2010. All signers of petitions must be registered voters in the jurisdiction in which the candidate seeks nomination or election.

#### Nominating Petitions

- Candidates are required to obtain 20 to 40 nominating signatures between February 15, 2010\* and March 12, 2010. All signers must be registered voters. The candidate may appoint persons to circulate the nomination petitions on his/her behalf.

**If the candidate has already circulated in-lieu petitions, this nomination requirement may already be satisfied.**

#### Declaration of Candidacy

- All candidates for this office are required to file a Declaration of Candidacy. This form shall be completed in the office of the county elections official of the county in which the candidate resides and is a voter after the filing of either Petitions in-lieu or Nominating Petitions. Declarations of Candidacy must be filed between February 15, 2010\* and March 12, 2010.

#### Statement of Qualifications - Optional

- Candidates for local non-partisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the county sample ballot. Statements must be filed with the Declaration of Candidacy. Statements may be withdrawn, but not changed until 5:00 p.m. on the next business day following the close of the Nomination period (March 13, 2010\*). All statements are **CONFIDENTIAL** until the nomination or extended nomination period closes.

#### Statement of Economic Interests

- Each candidate must file a Statement of Economic Interests with the county elections official disclosing investments, interests in real property, and any income received during the immediately preceding 12 months pursuant to the requirements of the Political Reform Act of 1974, as amended. This statement must be filed by the close of the nomination period (March 12, 2010). It is not required if the candidate has filed such statements within the past 60 days for the same jurisdiction.

#### Voluntary Code of Fair Campaign Practices

- At the time a candidate files his or her Declaration of Candidacy, Nomination petition, or any other paper evidencing an intention to become a candidate for public office, the County Clerk shall give the candidate a copy of the Code of Fair Campaign Practices for signature and that document shall be placed in the candidate's file.

#### Campaign Disclosure Statements

- Every candidate for public office will be required to file some form of Campaign Disclosure by the deadline for filing a Declaration of Candidacy (March 12, 2010). Candidates that will not exceed \$1,000 in contributions or expenditures may file a short Form 470. Candidates that anticipate spending more than \$1,000, will be required to organize a recipient committee by filing a Form 410. Once a recipient committee has been established, candidates/committees will be required to report all campaign contributions and expenditures on the long Form 460 at various intervals during the election and post election. All candidates for public office, including incumbents seeking re-election to the same office will also be required to file a Form 501. A detailed description of each form is provided on pages 45-46 of this handbook.

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## ACCEPTABLE FORMS OF PROOF TO ESTABLISH QUALIFICATIONS FOR OFFICE

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For those offices for which proof of qualifications is required, (noted with ∞) the following are acceptable types of documentation:

Certificates  
Diplomas  
Declaration under Penalty of Perjury  
Official Correspondence

Documentation may include the submission of either an original, as defined in Section 255 of the Evidence Code, or a duplicate, as defined in Section 260 of the Evidence Code.

### **EVIDENCE CODE SECTION 255:**

“Original” means the writing itself or any counterpart intended to have the same effect by a person executing or issuing it. An “original” of a photograph includes the negative or any print therefrom. If data are stored in a computer or similar device, any printout or other output readable by sight, shown to reflect the data accurately, is an “original”.

### **EVIDENCE CODE SECTION 260:**

A “duplicate” is a counterpart produced by the same impression as the original, or from the matrix, or by means of photography, including enlargements and miniatures, or by mechanical or electronic re-recording, or by chemical reproduction, or by other equivalent technique which accurately reproduces the original.

## FILING REQUIREMENTS

Between February 15, 2010\* and March 12, 2010 any person interested in seeking local offices (shown on page 10) , must complete the following steps in order to become a qualified candidate for that office:

1. Be a Registered voter within the Jurisdiction;
2. Circulate and File Petitions in-lieu of filing fee (optional);
3. File Declaration of Intention (Judicial Candidates only);
4. Circulate Nomination Petitions, return and file requisite number of nominating signatures (if in lieu are not filed);
5. File Declaration of Candidacy;
6. Pay Filing Fee (if applicable);
7. File Candidate's Statement of Qualifications (Optional - Fee Required - See Estimates on Page 43)
8. File Campaign Disclosure Statement(s) (Form 501, 410, 460 or 470);
9. File Code of Fair Campaign Practices (Optional);
10. File Statement of Economic Interests Form 700 (Central Committees excluded).

## CANDIDATE CHECKLIST

Listed below is a description of the various mandatory and optional forms to be filed for candidacy in the June 8, 2010 Primary Election. It is the obligation of the candidate to ensure that filing requirements and deadlines have been met. All candidates are urged to file the required documents as early as possible to avoid a last minute rush, confusion, or misunderstanding.

✓	DOCUMENT	APPLIES TO	FILING PERIOD
	Petition for Signatures in-lieu of Filing Fee	Candidates with Filing Fees	January 1, 2010* to February 25, 2010
	Declaration of Candidacy and Nomination Signatures	All Candidates	February 15, 2010* to March 12, 2010
	Candidate's Statement of Qualifications	Optional All Candidates	Must be filed and paid for at the same time the Declaration of Candidacy is filed (3/12/10)
	Campaign Disclosure Statements (Form 501, 410, 460 or 470)	All Candidates	See Filing Schedule on page 44.
	Code of Fair Campaign Practices	Optional All Candidates	File with Declaration of Candidacy
	Statement of Economic Interests Form 700	All Candidates Except Central Committees	March 12, 2010 March 17, 2010, if extension applies

# **CALIFORNIA ASSOCIATION OF CLERKS AND ELECTION OFFICIALS**

## **CANDIDATE'S STATEMENT OF QUALIFICATIONS GUIDELINES FOR LEGISLATIVE CANDIDATES**

### **CANDIDATE INFORMATION**

Important notice to candidates in legislative districts that encompass more than one county: Procedures, requirements, fees, formats and public examination periods for candidates' statements may vary between counties. It is the candidate's responsibility to contact each county (in which he or she wishes to have a statement printed) within the district to obtain the appropriate information from each county. Failure to do so may jeopardize the printing of the candidate's statement.

The text of the statement shall not exceed 250 words. Word count standards shall be pursuant to Elections Code Section 9.

All statements must be submitted on, or attached to, the form provided by the county election official of each county in which the candidate wishes to have his/her statement printed. Statements must be formatted pursuant to the guidelines provided by each county. Statements not submitted in the appropriate format will be reformatted by the county election official. The county election official bears no responsibility for the correct typesetting of statements that must be reformatted.

Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements nor any obscene or profane language.

The statement will be printed in languages required by the Voting Rights Act as well as those languages, if any, required by the counties within the jurisdiction. If Spanish is not a required language, a candidate may request a Spanish translation of his/her statement at additional cost.

### **FILING INFORMATION**

Candidate's statements shall be filed in the office of the election official of each county within the district in which the candidate wishes a statement to be printed, not later than 5:00 p.m. on the 88<sup>th</sup> day prior to the election, or in the event that the nomination period has been extended, until 5:00 p.m. on the 83<sup>rd</sup> day prior to the election. Candidates' statements are confidential until the expiration of the period for filing such statements. Statements may be withdrawn, but not changed, until 5:00 p.m. of the next working day after the 88<sup>th</sup> or 83<sup>rd</sup> day prior to the election, whichever is applicable. *It is strongly recommended that the statement be filed personally by the candidate. If the statement is filed by someone other than the candidate, that person should have the authority to make corrections or deletion to the statement in the event that errors or an excess number of words are detected prior to filing the statement. Statements*

*received by mail prior to the deadline will be filed provided that they meet the statutory requirements and county policies regarding candidates' statements. Statements may not be changed after filing.*

Counties may require candidates to deposit the estimated cost of printing the statement at the time of filing the statement or may invoice the candidates for the actual cost of printing the statement after the election. If the actual cost of printing the statement exceeds the deposited amount, the candidate will be invoiced for the remainder of the cost. If the actual cost of the printing the statement is less than the deposited amount, the candidate will receive a refund of the overpayment.

Candidates' statements are available for public examination in the county election officials's office 10 days prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which the amendments or deletions to the statement are sought.

## LOCAL CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate for local non-partisan office may prepare and submit a Statement of Qualifications on the form provided by the County Clerk-Recorder. The statement is designed to acquaint voters with a candidate's qualifications for the office that he/she is seeking. This statement is incorporated into the county sample ballot at the candidate's expense, and is mailed to each registered voter eligible to vote for that contest.

**If you are interested in submitting a Statement of Qualifications, you must have your statement typed and ready for submission upon the filing of your Declaration of Candidacy.**

**▶▶ BOTH DOCUMENTS MUST BE FILED AT THE SAME TIME ◀◀**

Your statement should include your name, age, occupation and a 200 word description of your education, qualifications and experience.

Statements may be withdrawn but not changed during the filing period and until 5:00 p.m. on the next business day following the close of the filing period (March 13, 2010\* and March 18, 2010 if extension applies). In accordance with Elections Code Section 13311, all statements shall remain **CONFIDENTIAL** until the close of the nomination period. Following the close of the nomination period, there is a ten-day public examination period, whereby statements may be reviewed and copies obtained for a fee.

During the ten-day public examination period, any voter of the affected jurisdiction may take legal action to challenge the contents of a statement pursuant to Elections Code Section 13314. In addition, Elections Code Section 18351 provides that any candidate who knowingly makes a false statement of a material fact in a statement of qualifications, with the intent to mislead the voters in connection with his/her campaign, is punishable by a fine not to exceed \$1,000.00.

If you choose to file a Statement of Qualifications, you will be required to pay the estimated fee at the time of filing. Actual costs of the statement cannot be determined until the final printing bill is received. If the estimate is over the actual costs, the candidate will receive a refund. If the actual cost is more than estimated, the candidate will receive an invoice for the remaining amount due.

**IMPORTANT:** If a contest will not be placed on the ballot due to an insufficient number of nominees, the statement you submitted will not be printed and you will receive a refund of the fee paid. Please allow 1 to 2 weeks for receipt of your refund following the close of the nomination period. This does not apply to those offices constitutionally required to appear on the ballot.

# HOW TO PREPARE YOUR STATEMENT

## CONTENT

- Submit the Original statement and 2 copies. Electronic versions (CD) is also requested if available.
- Be accurate. Documents will be printed as submitted. **SPELLING, PUNCTUATION, AND GRAMMATICAL ERRORS WILL NOT BE CORRECTED BY THE ELECTIONS DIVISION.**
- Please **TYPE** your candidate statement. **DO NOT USE ALL CAPS.** Statements will be rejected if they are typed in all capital letters or if the statement is hard to read. Statements must be submitted on the form provided by the Elections Division. If you will be using a word processor to type your statement, you may attach a printed version of your statement to the cover page.
- Double space your statement.
- Candidates for nonpartisan offices shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations.
- No statement shall contain any demonstrably false, slanderous or libelous statements.
- Subheadings and deviations from the standardized heading will not be accepted.
- The “Occupation” field in the candidate’s statement is not governed by the laws and regulations pertaining to ballot designations. Occupation may be different than your ballot designation.

## SIZE

- ◆ Statements are limited to 200 words. See guidelines on how to count words on page 41.

## **F** ORMAT

- ◆ All text will be formatted flush left - no indents will be allowed, except for bullets.
- ◆ Statements are printed in uniform size, darkness and spacing.
- ◆ **Bolding**, CAPITALIZING, underlining, and centering text are not permitted. If the statement contains any bolding, capitalizing (other than abbreviations or acronyms), underlining, and centering of text, the text will be converted to normal text without these attributes.
- ◆ Notwithstanding the above guidelines, nothing shall be deemed to make any statement or author of the statement free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing.
- ◆ As required by Law, all statements will be printed in both English and Spanish.

## **W** ORD COUNT

- ◆ Punctuation is not counted.
- ◆ All geographical names shall be counted as one word, which includes all areas that have political boundaries with an elected or appointed board are considered geographic areas by this office. (Example: City and County of Madera = 1 word; or State Center Community College District = 1 word).
- ◆ Each abbreviation for a word, phrase, or expression, shall be counted as one word.
- ◆ Hyphenated words that appear in any generally available dictionary shall be considered one word. Each part of all other hyphenated words shall be counted as a separate word.
- ◆ Dates consisting of only a combination of digits shall be counted as one word. January 1, 2000 shall be counted as two words, whereas 1/1/00 shall be counted as one word.
- ◆ Any number consisting of a digit or digits shall be considered as one word. Any number that is spelled, shall be considered as a separate word. "100" shall be counted as one word, whereas "one hundred" shall be counted as two words.
- ◆ Telephone numbers and website addresses shall be counted as one word.

# P RICING

The following fees have been estimated for the cost of printing a Candidate's Statement of Qualifications in the Madera County sample ballot.

OFFICE	ESTIMATE
Representative in Congress - District 18	\$380.00
Representative in Congress - District 19	\$1,015.00
State Senator - District 12	\$645.00
State Senator - District 14	\$765.00
Member of Assembly - District 25	\$740.00
Member of Assembly - District 29	\$670.00
Assessor Auditor/Controller County Clerk/Recorder District Attorney Sheriff/Coroner Superintendent of Schools Superior Court Judge - All Offices Tax Collector/Treasurer	\$1,030.00 For all Countywide Offices
Supervisor - District 1	\$550.00
Supervisor - District 2	\$500.00
Supervisor - District 5	\$535.00

Candidates for State offices are only eligible to purchase a Candidate's Statement of Qualifications if they have agreed to Voluntary Spending Limits. Candidates interested in filing a candidate's statement should contact each county to find out whether or not they must print and pay the fees associated with their statement in each of the counties. If so, you must forward your statement and the estimated fee to each respective county before the deadline.

**PAYMENT:** The fee shall be paid at the time the candidate files his/her Declaration of Candidacy. If the statement is withdrawn by 5:00 p.m. on March 13, 2010\* (or by March 18, 2006, if there is an extension), the fee will be refunded in full. Please allow 1 - 2 weeks for refund check.





## WHAT IS CAMPAIGN DISCLOSURE?

Campaign Disclosure is the method in which candidates file written documentation to outline their campaign contributions and expenditures to the public. All candidates for public office are required to file campaign disclosure statements. The type of statement you will need to file depends on the amount of contributions and expenditures you plan to make during your candidacy/incumbency.

Guidelines - Refer to Manual 2 for greater detail:

All candidates, including incumbents seeking re-election to the same office, must file a Form 501. Superior Court candidates file their 501 with the Political Reform Division of the Secretary of State's office. See form for address.

If you **do not plan on raising or spending more than \$1,000** for your campaign, and you are not going to form a controlled committee, you may file a one time statement that will satisfy your filing requirements for an entire calendar year. That form is the Short Form 470.

The Form 470 is filed by a candidate with his/her Declaration of Candidacy. Once filed, no additional campaign statements need be filed for that calendar year as long as total contributions received remains less than \$1,000 and total expenditures made remains less than \$1,000. If by some chance, you should exceed the \$1,000 threshold, you will need to file a Form 470 Supplement and follow the procedures as shown below. If you are elected to the office sought, you will be required to file some form of campaign disclosure for each year that you are in office.

If you **do plan on raising and spending more than \$1,000** for your campaign, you will need to organize a recipient committee and maintain detailed records to disclose your contributions and expenditures. To do this, follow the steps below:

1. Complete a Form 501 and file it with the County Clerk-Recorder.
2. Complete a Form 410 and file it with the Secretary of State and County Clerk-Recorder.
3. Complete and file a Form 460 at every reporting period before and after the election until you decide to terminate your committee. See filing schedule on page 44.
4. To terminate your committee, complete and file a Form 410 and Form 460 and file them with the Secretary of State and the County Clerk-Recorder.

A detailed description of each form can be found on pages 45-46. A copy of each form described in this section has been provided in your candidate packet. Please review all forms to familiarize yourself with these documents. You have been provided with forms to cover your initial filing requirements only.

Additional forms can be obtained at the County Clerk's office or by visiting the FPPC's website @ [www.fppc.ca.gov](http://www.fppc.ca.gov).

## CAMPAIGN DISCLOSURE FILING SCHEDULE - LOCAL OFFICES

FILING DEADLINE	STATEMENT TYPE	PERIOD COVERED	DELIVERY METHOD
January 31, 2010*	Semi-Annual	- to 12/31/2009	*Personal *1st Class Mail
March 22, 2010	1 <sup>st</sup> Pre-Election	1/1/10 - 3/17/10	*Personal *1st Class Mail
May 27, 2010	2 <sup>nd</sup> Pre-Election	3/18/10 to 5/22/10	*Personal *1st Class Mail
July 31, 2010*	Semi-Annual	5/23/10 to 6/30/10	*Personal *1st Class Mail

The period covered by any statement begins on the day after the closing date of the last statement filed, or **January 1**, if no previous statement has been filed.

Candidates with organized committees are required to file a Form 460 at each of the above filing periods. You will not be sent any further notification of the filing periods or due dates. In order to avoid penalties and fines, you must file each statement by the deadlines shown.

\* - indicates that deadline falls on Saturday, Sunday or Holiday. Deadline moves to next business day.

# CAMPAIGN DISCLOSURE FORM DESCRIPTIONS

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## FORM 501

### CANDIDATE INTENTION STATEMENT

A candidate for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election. You must file a separate Form 501 for each election, including re-election to the same office. State candidates please read Form 501 guidelines regarding voluntary expenditure limits.

Exception: this form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or statement of qualifications in the sample ballot.

File the Form 501 with the County Clerk-Recorder. The form is considered filed the date it is postmarked or hand delivered.

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## FORM 410

### STATEMENT OF ORGANIZATION RECIPIENT COMMITTEE

A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$1,000 or more during a calendar year. The term "contribution" includes monetary payments, loans and non-monetary goods or services.

The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted toward qualifying as a recipient committee. However, personal funds used to pay a filing fee or for the statement of qualifications, are not counted toward the \$1,000 threshold.

You must file the Form 410 within 10 days of receiving \$1,000 in contributions. The date this form is postmarked is the date it is considered filed. A recipient committee qualifying during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 or the information required on a Form 410 by telegram or personal delivery within 24 hours of qualification with the County Clerk-Recorder. The Form 410 must also be filed with the Secretary of State within 10 days.

If you amend your committee in any way, you must file an amendment Form 410 within 10 days from the date of the change, and file it with the Secretary of State and the County Clerk-Recorder.

If during the 16 days prior to the election, a change occurs in the name of the committee, the treasurer or other principal officers, or the controlling candidate, an amendment must be filed with the County Clerk-Recorder within 24 hours of the change. The amendment must be sent by fax, telegram or personal delivery. This amendment must also be filed with the Secretary of State within 10 days.

All recipient committee must file disclosure statements until the termination requirements are met and the Form 410 Termination has been filed.

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## **FORM 460**

### **RECIPIENT COMMITTEE CAMPAIGN STATEMENT**

This form is for use by ALL candidates who have filed a Form 410. You will need to complete and file a Form 460 at all of the following reporting periods during your candidacy:

- Pre-election Statement
- Semi-annual Statement

The Form 460 must continue to be filed until such time as you disburse all funds and file a Form 410 Termination Statement.

Review page 44 for exact dates and reporting periods covered by each statement.

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## **FORM 470**

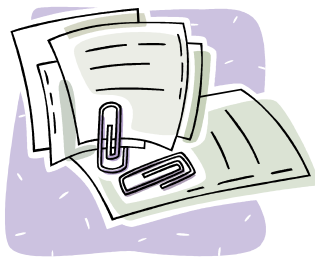
### **OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT SHORT FORM**

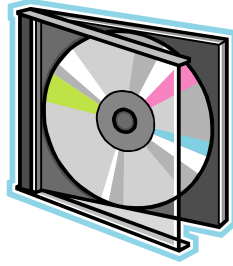
The Form 470 is for use by officeholders and candidates who do not have a controlled committee and do not anticipate receiving contributions or making expenditures totaling \$1,000 in a calendar year.

Filing fees and the fee for a statement of qualifications are not counted towards the \$1,000 threshold.

If a Form 470 is filed with the Declaration of Candidacy, on or before the filing deadline for the first campaign statement required for the current calendar year, no additional campaign statements will be required. However, if during your campaign, your status changes and you do exceed the \$1,000 threshold, you will need to file a Form 470 Supplement.

The Form 470 Supplement must be completed and sent within 48 hours of receiving contributions or making expenditures totaling \$1,000 or more. The notice must be sent by telegram, guaranteed overnight service or fax. Regular mail may not be used. File the Form 470 Supplement with the County Clerk-Recorder and each candidate seeking the same office.





## REGISTRATION AND ELECTION DATA

### Confidential Voter File

Pursuant to Elections Code Section 2187(g), 2188, and 2194, voter registration information is available to persons or groups for election, scholarly, journalistic, political purposes, or governmental purposes, as determined by the Secretary of State. Each written request to view, purchase or use voter registration information must be signed by the candidate.

### Permissible Usage

The California Code of Regulations, Division 7, Article 1, Section 19003, specifies permissible uses for any data obtained from voter registration files.

Permissible usage includes, but is not limited to:

- ◆ Using registration information for purposes of communicating with others in connection with any election;
- ◆ Sending communications, including but not limited to, mailings which campaign for or against any candidate or ballot measure in any election;
- ◆ Sending communications, including but not limited to, mailings by or in behalf of any political party; of candidates, elections, political party developments and related matters;
- ◆ Sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition;
- ◆ Sending of newsletters or bulletins by any elected public official, political party or candidate for public office;
- ◆ Conducting any survey of voters in connection with any election campaign;
- ◆ Conducting any survey of opinions of voters by any government agency, political party, elected official or political candidate for election or governmental purposes;
- ◆ Conducting an audit of voter registration lists for the purposes of detecting voter registration fraud;
- ◆ Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure;
- ◆ Any official use by any local, state, or federal government agency.

### MASS MAILING

Definition of Mass Mailing: Mass mailing means over two hundred (200) substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter, or other inquiry. (GC 82041.5)

If you are planning any type of mass mailing, contact the post office in advance to specific postal regulations.

**MASS MAILING REQUIREMENTS:**

GC 84305(a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) if the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) if the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

**POLITICAL ADVERTISING REQUIREMENTS - NEWSPAPERS:**

GC 20008 - any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section, "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

**PROHIBITED USAGE**

Prohibited usage includes:

- ◆ Any communication or other use solely or partially for any commercial purpose;
- ◆ Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition of a ballot measure.
- ◆ Conducting any survey of opinions of voters other than those permitted by Section 19003.

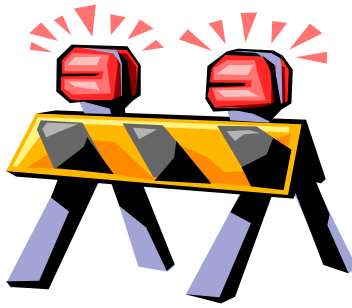
**California Elections Code Section 18109 states:**

"(a) it is a misdemeanor for any person in possession of information obtained pursuant to Article 5 (commencing with Section 2180) of Chapter 2 of Division 2, or Section 6254.4 of the Government Code, knowingly to use or permit the use of all or any part of that information for any purpose other than as permitted by law.

(b) it is a misdemeanor for any person knowingly to acquire possession or use of voter registration information referred to in subdivision (a) without first complying with Section 2188."

**Mass Mailing Prohibitions:**

No newsletter or other mass mailing shall be sent at public expense. (GC 89001)



## POLITICAL SIGNS

### Outdoor Political Advertising - State Law

Section 5405.3 of the State Outdoor Advertising Act (Business & Professions Code) authorizes the placing of “temporary political signs” separate and apart from the normal outdoor advertising controls. No political sign may be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

Temporary political signs are those that meet the following criteria:

- ◆ Encourages a particular vote in a scheduled election;
- ◆ Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after the election;
- ◆ Is no larger than 32 square feet;
- ◆ Has had a “Statement of Responsibility” filed with the State Department of Transportation.

The law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election.

Penal Code Sections 556, 556.1, and 556.3 provide that it is a misdemeanor for any person to place sign to advertise on public or private property (without consent); and that it shall be considered public nuisance.

### Outdoor Political Advertising - Madera County Code

Section 18.90.040 of Chapter 18.90 of Title 18 of the Madera County Code states that “No sign shall be placed upon any public property, including sidewalks, crosswalks, roads, curbs, lamp posts, hydrants, trees, utility poles, buildings, fences, and rights-of-way of any type, except such legal notices which are authorized by law to be so located. No sign shall project over any public property right-of-way.” This ordinance, number 525C, was enacted in April, 1994.



## **ELECTIONEERING ON ELECTION DAY 100' Rule**

Pursuant to Elections Code Section 18370, no person on Election Day shall, within 100 feet of a polling place:

- ◆ Circulate an initiative, referendum, recall or nomination petition or any other petition;
- ◆ Solicit a vote or speak to a voter on the subject of marking his/her ballot;
- ◆ Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in section 14240;
- ◆ Do any electioneering. This includes wearing buttons, T-shirts, stickers, etc., that promote a candidate or issue on the ballot.
- ◆ Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

As used in this section "100 feet from a polling place" shall mean a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Elections Code Section 18541 provides that any person who violates the above provisions is punishable by imprisonment in county jail for not more than 12 months or state prison. Any person who conspires to violate this section is guilty of a felony.



## POLL WATCHING

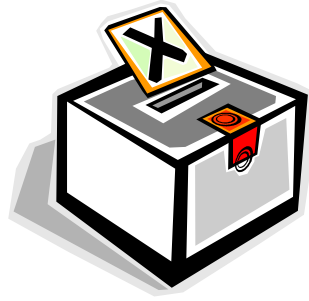
Poll watchers are allowed at the polling place as long as they obey the law and election procedures. Persons observing the polls may:

- ◆ Inspect the Roster of Voters. Any such inspection, however, must be done without impeding, interfering, or interrupting the normal processing of voters.
- ◆ Inspect the Street Index which is updated hourly by poll workers reflecting which voters have voted. This list may not be removed by anyone other than the poll workers.
- ◆ Observe all activities at the polling place, including activities after the polls close, providing they do not interfere with the normal closing procedures.



## EXIT POLLING

The Secretary of State and Attorney General have reviewed the Electioneering provisions and have determined that these provisions do not apply to the Press and Media conducting “Exit Polls”. However, no one may interfere with the conduct of the election. News media are instructed to remain at least 25' from the entrance to the polls. The media may take pictures or run a television camera inside the polling place provided they respect the voters' privacy and do not interfere with voting. They may not speak to voters regarding how they are voting within 25' of the entrance to the polls.



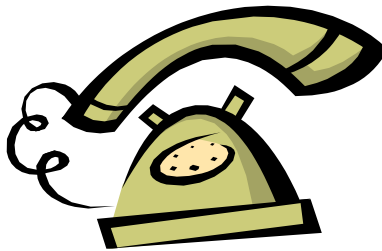
## ELECTION NIGHT RESULTS

All ballots are tabulated in the office of the County Clerk-Recorder, located at: 200 W. 4<sup>th</sup> Street, Madera.

Unofficial results are posted on our website as they become available. Please visit:

[www.madera-county.com](http://www.madera-county.com)

Vote by Mail Ballot results are released after the polls close at 8:00 p.m. on Election Day.



Results are also available by phone. The numbers to call are:

559-675-7720

559-675-7721

559-675-7724

or toll free 1-800-435-0509

Results on election night are not provided in a precinct by precinct format

All results on election night are **UNOFFICIAL**. The official results will not be certified until the completion of the official canvass.



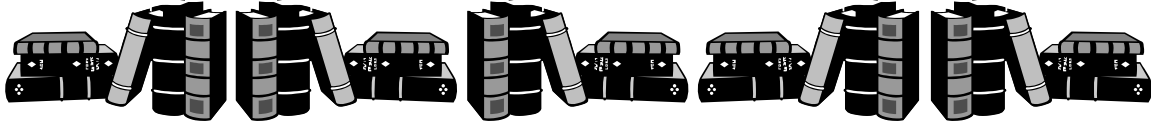
## THE OFFICIAL CANVASS

Results on election day are **UNOFFICIAL**. No result is final until the County Clerk-Recorder has completed the Official Canvass and has Certified the Results.

The Official Canvass is the process of reconciling all records from the polls and accounting for all ballots, which includes, unused precinct ballots, spoiled ballots, vote by mail ballots dropped off at the polls, and provisional ballots.

The Official Canvass will commence on Thursday, June 10, 2010 and shall continue daily, excluding weekends and holidays, for no less than 6 hours per day, until completed. The County Clerk-Recorder staff has 28 days to complete the Official Canvass. **Totals will not be updated during the canvass.**

Upon completion of the Official Canvass, the County Clerk-Recorder shall update all totals and produce a Certification of Results and Statement of the Vote.



## RESOURCES

Elections Division  
200 W. 4<sup>th</sup> Street, Madera CA 93637  
559-675-7720 or 800-435-0509  
55-675-7870 fax  
[www.madera-county.com](http://www.madera-county.com)

Fair Political Practices Commission  
428 J Street  
or  
PO Box 807, Sacramento CA 95814  
866-275-3772  
916-322-3711 fax  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

Secretary of State - Elections Division  
1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento CA 95814  
916-657-2166  
916-653-3214 fax  
[www.ss.ca.gov](http://www.ss.ca.gov)

Secretary of State - Political Reform Division  
1500 11<sup>th</sup> Street, Room 495, Sacramento CA 95814  
916-653-6224  
[www.ss.ca.gov/prd/prd/htm](http://www.ss.ca.gov/prd/prd/htm)